

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 26-Y01
1. POSITION TITLE LAB SUPERVISOR II – Amherst Drug Laboratory		AGENCY Department of Public Health
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00010881	SALARY
		DATE 2001-12-18 11:28:28.0
3. GENERAL STATEMENT OF DUTIES: Supervises and conducts analyses and research food analyses, drug analysis and food microbiology; performs related duties as required.		
4. SUPERVISION RECEIVED: Julianne Nassif – PM VII, Director Division of Analytical Chemistry		
5A. DIRECT REPORTING STAFF 5B. THEIR STAFF 1- Chemist III 2- Chemist II		
6. DETAILED STATEMENT OF DUTIES: Supervises work of analytical chemists at the Amherst Drug Laboratory who identify drug seizures submitted by law enforcement and DPH officials for criminal prosecution. Designs laboratory protocols for testing procedures. Identifies opportunities for process improvement. Directs research to develop and improve laboratory methods. Write reports and letters to describe and interpret laboratory findings. Advises public health professionals of the significance of laboratory findings. Attends staff conferences and prepares summary description of significant information. Approves the purchase of laboratory supplies. Prepares budget requests for annual and long-range needs. Consults regularly with the Division Director. Interviews and hires laboratory staff.		
7. QUALIFICATIONS REQUIRED AT HIRE: Ability to plan and supervise laboratory analyses and research. Thorough knowledge of chemistry especially as it relates to drug analysis. Thorough knowledge of laboratory instrumentation, methods and procedures. Considerable ability in performing laboratory analyses skillfully and accurately. Ability to communicate effectively orally and in writing. Ability to maintain good working relationships among staff employees. Ability to recognize technical and personnel problems. Ability to conduct interviews and performs employee evaluations. Skill in preparing budget requests and scientific reports. Ability to motivate individuals to perform accurate works in the laboratory.		
8. QUALIFICATIONS ACQUIRED ON JOB: Understanding of Drug Laboratory objectives, protocols and quality assurance procedures. Thorough knowledge of the laws and regulations pertaining to the analyses performed in the Forensic Drug Laboratory.		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five years of full-time, or equivalent part-time, professional or technical experience in chemistry, biology, histology, bacteriology, microbiology, biochemistry or medical laboratory technology, the major duties of which included laboratory analysis and the interpretation of laboratory results and (B) of which at least two years must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A Graduate degree with a major in chemistry, biology, histology, bacteriology, microbiology or medical laboratory technology may be substituted for a maximum of one year of the required (A) experience.* *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: No substitutions will be permitted for the required (B) experience.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS: The incumbent must be eligible for certification as a laboratory supervisor under CLIA and agree to a background check by the US Department of Justice.		
11. REMARKS:		
Signature of Appointing Authority		Title

Agency

Prepared By

Initials of
Incumbent

Date

Initials of
Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.